

**Borough of Greencastle
Job Description**

TITLE: Public Works Manager

REPORTS TO: Borough Manager

DEFINITION:

1. The function of the PWM is to direct and administer general maintenance and construction of water & sewer infrastructure, the building, equipment, and vehicles of the Borough of Greencastle.
2. Responsible for the general administration, development and direction of the Borough PWD.

DUTIES AND RESPONSIBILITIES:

1. Prepares and executes an annual budget for the Public Works Department and the Public Works portion of the Water & Sewer budget.
2. Supervises and oversees the work of professional and technical staff.
3. Develops new programs and revises existing programs of the PWD.
4. Supervises and assigns the work of PW employees, including establish work schedules, approving paid time off and other employee leave, calling personnel during emergencies and approving payroll sheets.
5. Responsible for monitoring weather conditions and contacting Borough employees and/or contractors as necessary.
6. Performs annual curb and sidewalk inspections as described by Council.
7. Has a complete understanding of the Water Distribution and the Waste Water Systems.
8. Has knowledge of the PA-1 Call System. Able to receive e-mails and phone messages of locations needing marked. Responsible for relaying information back to the PA-1 Call System.
9. Have a clear understanding of PennDot Emergency Permit Certifications. Able to use PennDot Permit site to complete the process.
10. Have a full understanding of PennDot Rules & Regulations pertaining to street signs according to Publication #236.
11. Have a full understanding of PennDot Work Zone Traffic Control laws according to Publication #213.
12. Have the ability to review water or sewer construction drawings, to make appropriate revisions/corrections, and communicate to the Engineer, owner and Manager.
13. Inspects work for completeness.
14. Determines needs and requisitions material, equipment, and supplies needed for the department, including recommending new or different parts, supplies, processes or procedures.
15. Responsible for accruing total costs involved for water tapping fees and meter costs for new water applicants. Also deals with gathering/communicating information on various costs of new sewer applicants.
16. Oversees transfer of equipment and personnel from one project to another.
17. Ensures routine record keeping of PWD expenditures, personnel matters and other administrative concerns.
18. Oversees general repairs of Borough office building, equipment, PW garage and vehicles.
19. Attends Committee and any other meetings as directed by the Borough Manager.
20. Oversees and directs the maintenance of PW equipment and vehicles and determines when equipment and vehicles require replacement.
21. Oversees and directs the maintenance of Borough office building and PW garage.
22. Instructs and advises department personnel as to proper safety measures and operation of equipment.
23. Detects and reports any unusual conditions or defective parts and materials to Borough Manager.
24. Keeps abreast of latest techniques, developments and products.
25. Performs other related duties as assigned or directed by the Borough Manager.

REQUIRED KNOWLEDGE, SKILLS, ABILITY AND EDUCATION:

1. High school diploma.
2. Comprehensive knowledge of applicable laws, regulations and standards in maintenance and construction industries.
3. Prior management experience.

4. Ability to organize and direct work of technical skilled and semi-skilled employees.
5. Ability to develop and maintain high morale and enthusiasm.
6. Ability to communicate clearly and precisely both orally and in writing.
7. Ability to operate various hand tools, power tools, and other equipment and machinery.
8. Must possess a valid Pennsylvania CDL class B driver's license.
9. Must be a Certified Parking Meter Inspector.
10. Ability to deal tactfully, courteously and fairly with fellow employees, vendors/contractors and the general public.
11. Ability to understand and comply with written and oral instructions.
12. Ability to adequately update inventories and supplies as necessary to ensure optimal readiness of the PWD.

PHYSICAL DEMANDS:

1. The physical demands described are representative of the environment that an employee encounters while performing essential functions of this job. While performing the duties of this job the employee:
2. Performs tasks both indoors and outdoors; and
3. Must be able to walk, sit, bend and stoop, and
4. Must be able to lift, carry and push objects.

WORK ENVIRONMENT:

1. The work environment described is representative of the environment that an employee encounters while performing essential functions of this job. While performing the duties of the job the employee regularly works outside in all types of weather conditions.

I acknowledge that I have read the "Typical Examples of Work Performed" and "Required Knowledge, Skills, Abilities, Education, and Licensing Stipulations" for the Public Works Manager position; and I certify that I can perform these functions.

(Applicant Signature)

(Date)

(Witness Signature)

****Management has the right to recommend to the Personnel Committee additions and/or modifications to duties of the position at any time****